

SYN. NO. _____

AGN. NO. _____

MOTION BY SUPERVISOR ZEV YAROSLAVSKY

NOVEMBER 27, 2007

From time to time, it becomes necessary to review the Rules of the Board of Supervisors and make revisions as appropriate. County Counsel and the Executive Office have reviewed the Board Rules and have identified several sections which should be revised. Some of the revisions address provisions which are outdated. Other revisions are suggested to improve the way Board meetings are conducted.

The recommended revisions are attached.

The essence of the recommended revisions is as follows:

- The reference to "Mayor" is changed to "Mayor/Chair" throughout.
- **Section 2-** The reference to the Thursday meeting is deleted. A provision is added such that in even-numbered years when the regular Tuesday Board meeting falls on a statewide primary or general election day, the meeting shall commence at 1:00 p.m. of the first succeeding day which is not a holiday.
- **Section 14** - This provision is deleted since it relates to the Thursday meetings.
- **Section 16** - This section is amended to provide the Mayor/Chair discretion to allow Board members up to 10 (ten) minutes to speak each time on any agenda item being discussed.

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- **Section 25** - The reference to the Thursday meeting is deleted; "Chief Administrative Officer" is changed to "Chief Executive Officer."
- **Section 37** - This section currently requires members of the public who wish to address the Board on an agenda item to submit a request *before the scheduled meeting time*. This is revised to provide that the member of the public must submit his or her request *before the item is called*.
- **Section 39** - The provision allowing a person to address the Board on a non-agenda item only once every three months is deleted. The provision allowing no more than five persons to address the Board on non-agenda items at any meeting is deleted.
- **Section 41** - "Chief Administrative Officer" is changed to "Chief Executive Officer."

I, THEREFORE, MOVE that the attached Revisions to the Board Rules be approved.

I FURTHER MOVE that the attached ordinance amending title 2 – Administration, of the Los Angeles County code, relating to the Board's Regular meetings – Place and Time, be introduced and placed on the Board's next Agenda for adoption.

REVISIONS TO THE RULES OF THE BOARD OF SUPERVISORS

Section 2. REGULAR MEETINGS. The regular meetings of the Board of Supervisors shall be held upon Tuesday of each and every week commencing at the hour of 9:30 a.m. ~~thereof and upon Thursday of each week when required by the business of the Board commencing at the hour of 9:30 a.m. thereof~~ at the Hearing Room of the Board of Supervisors in Room 381, Kenneth Hahn Hall of Administration, 500 West Temple Street in the City of Los Angeles. If any regular meeting day falls upon a holiday or the day that a statewide primary or general election is being held, the regular meeting of the Board of Supervisors shall be held at the same place upon the first succeeding day which is not a holiday or the day that a statewide primary or general election is being held, commencing at the same hour, in which event all hearings, applications, petitions and other matters before the Board shall be deemed to be and are hereby automatically continued to the same hour of the next succeeding day which is not a holiday or the day that a statewide primary or general election is being held. When a holiday is observed on a Monday, the regularly scheduled Tuesday meeting of the Board shall commence at the hour of 1:00 p.m. In even-numbered years when the regular Tuesday Board meeting falls on a statewide primary or general election day, the meeting shall commence at 1:00 p.m. of the first succeeding day which is not a holiday.

Section 14. DELETED. THURSDAY MEETINGS. ~~The business of each regular meeting of the Board held on Thursday shall be transacted as far as practicable in the following order:28~~

~~a. Posted agenda items.~~

~~b. Items not on the posted agenda, to be presented and (if requested) referred to staff or placed on the agenda for action at a future meeting of the Board, or items requiring immediate action because of an emergency situation or where the need to take immediate action came to the attention of the Board subsequent to the posting of the agenda.~~

Section 16. ADDRESSING THE MAYOR/CHAIR, RECOGNITION TO SPEAK AND TIME LIMITS. When any member is about to speak, the member shall address the Mayor/Chair; and when two or more members address the Mayor/Chair at the same time, the Mayor/Chair shall name the member who is first to speak; and the speaker shall confine remarks to the topic under debate or discussion and shall avoid personalities.

Each member, in the order recognized by the Mayor/Chair, shall have up to five (5) minutes to speak. Answers to questions asked by a member shall be timed within the members five (5) minutes. The Mayor/Chair shall not recognize a member to speak again, except to

answer questions, until all other Board members have had an opportunity to speak. All members shall have an opportunity to speak before the Mayor/Chair may enter debate or discussion.

After all members desiring to speak have had an opportunity to be heard once, the time for each member desiring to speak again, or for the first time, shall be limited to a maximum of three (3) minutes. There shall be no limit on the number of times a member is allowed to speak.

However, on any agenda item being discussed, the Mayor/Chair has the authority and discretion to allow members up to 10 (ten) minutes each to speak each time instead of the 5 (five) minute and 3 (three) minute time limits set forth above. In all other regards, the procedure set forth above remains unchanged.

The Executive Officer-Clerk of Board shall time the members when discussion of an issue begins and notify the Mayor/Chair when a member's time has expired.

This rule shall apply to all matters under consideration by the Board, except for ceremonial matters.

Section 25. PREPARATION AND DELIVERY OF AGENDA. The Executive Officer-Clerk of the Board shall each week prepare the agenda for the following Tuesday ~~and Thursday~~ meetings for delivery to each Board office on Thursday morning.

The agenda shall include those matters, complete with all departmental papers and reports relating to each matter, addressed to the Board for action and on file with the Executive Officer-Clerk of the Board which have been reviewed by a member of the Board or by the Chief ~~Administrative~~ Executive Officer, except where such inclusion is otherwise required.

The agenda shall be prepared and posted in the manner provided by State law (Sections 54954.2, 54954.3 and 54954.5 of the Government Code, see Appendix).

Section 37. REQUESTS TO ADDRESS THE BOARD ON AN AGENDA ITEM. A person requesting to address the Board will be allowed a total of three (3) minutes per meeting. Requests to be heard must be submitted to the Executive Officer-Clerk of the Board before the scheduled meeting time item is called. Any individual found to have engaged in disruptive conduct, as defined in Section 10 of these Rules, may be prohibited from addressing the Board at future meetings as set forth in Section 10 (e).

Section 39. PUBLIC COMMENT - NON-AGENDA ITEMS. Notwithstanding any other provision of these rules, members of the public shall have the right to address the Board on items of interest which are within the subject matter jurisdiction of the Board. A person requesting to address the Board on a non-agenda item will be allowed up to three (3) minutes per meeting. ~~may make one presentation in any three-month period, on a non-agenda item, but shall not exceed three minutes in length. Not more than five persons may address the Board on non-agenda items at any meeting.~~ A person addressing the Board shall avoid personalities on an agenda or non-agenda item. Any individual found to exhibit disruptive conduct, as defined in Section 10 of these Rules, may be prohibited from addressing the Board on agenda items and during public comment at future meetings as set forth in Section 10 (e).

Section 41. CHIEF ~~ADMINISTRATIVE~~ EXECUTIVE OFFICER AND COUNTY COUNSEL TO ATTEND MEETINGS. The Chief ~~Administrative~~ Executive Officer and the County Counsel, or a representative designated by each such officer, shall attend all regular, adjourned regular and special meetings of the Board.